



School Trips Credit Card Policy

Rationale:

The purpose of this policy is to provide information and guidance on using the school credit card for the associated expenses on school trips.

All users are responsible for complying with the policy and must ensure credit cards are used appropriately and the school finances are safeguarded.

Issue of Credit Card:

1. Card should only be issued after being authorised by the Board.
2. The user is to complete a signed agreement with the bank.
3. The Principal will set the credit limit based on the approved expenses as submitted by the budget holder.
4. Credit limit will vary on each trip and will be adjusted to zero credit limit during periods without trip.
5. Prior to the card being issued, the recipient must be given a copy of this policy. It is a requirement that they be signed off by the recipient to acknowledge that they have read and understood them.
6. The Principal has delegated authority to authorise a user for a school trip credit card.

Use of Credit Card:

1. The card can only be used for the payment of the school trip extra expenses normally incurred on food, fuel, medical expenses, and for emergency purposes.
2. Payment of expenses for accommodation, fees and other related expenses are to be processed by Accounts by direct credit to the bank account of the supplier prior to the trip.
3. The card can only be used to draw cash in an emergency. Where the card has been used to draw cash advance, any unspent cash must be returned to the school and accounted for.
4. The user will remain responsible for the charges made against that credit card until all appropriate documentation is submitted and approved.
5. The card should be returned to the school on the next working day after the end of the trip.

Reconciliation of Credit Card Statements:

1. Cardholder should submit to Accounts supporting documentation of all expenditures charged to the card and cash advances no later than the first week after the trip.
2. Documentation should include:
 - 2.1. Detailed GST invoice or receipt, and any other relevant supporting documents coded to the appropriate account number.
 - 2.2. Completed credit card expenses form approved by the budget holder.

3. Accounts will reconcile the credit card statements on a weekly basis or as soon as documentation is received.

Discretionary Benefits:

Any benefits from use of the card such as membership awards programme are only to be used for the benefit of the school. They cannot be redeemed for personal use.

Cardholder Responsibilities:

1. Only the cardholder or a person nominated by the Principal may use the credit card or have access to the card details or PIN number.
2. The cardholder must notify the credit card company and the school immediately if the card is lost or stolen.

Cardholder Signature:

I, _____, have read and understood this policy and agree to abide by the requirements thereof.

Signed: _____

Date: _____

Approved: 27 September 2021

Signed: _____



Adrian Paterson
BOT Chair

Signed: _____



Kathy Paterson
Principal